Job Description: ARTS INTEGRATION TEACHER ON SPECIAL ASSIGNMENT (TOSA)

BASIC FUNCTION
Under general direction provide instruction and support for student success and achievement for all students in grades K – 8 in order to build sustainability for the pathway to the secondary arts programs. Provide direct intensive curriculum and instructional support services including effective strategies and intervention in assigned area. Assist in providing support to site administrators and teachers in the improvement of assigned area.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)
- Implement the philosophy, goals, objectives, and policies adopted by the Board of Trustees as delineated in Board policy.
- Provide instructional support, modeling and guidance to teachers integrating arts within the classroom and content areas.
- Investigate and disseminate information on best practices for arts integration, sources of information on trends, research and applications related to arts use in the school program.
- Conduct qualitative and quantitative research.
- Provide formal and informal staff development/training related to both research and practice for classroom teachers and site administrators.
- Collaborate weekly with grades K – 8 certificated teachers, as well as site leadership teams, to develop strategies and support services that provide for seamless district-wide transitions.
- Visit school sites and classrooms to assist site administrators in monitoring effective program implementation.
- Assist teachers in building an interactive classroom environment focused on the content and learning strategies embedded in the Common Core State Standards.
- Serve as a resource person to ensure program goals to meet the specialized needs of students.
- Meet monthly with the Visual and Performing Arts Administrator.
- Monitor student progress towards achievement of the district goals through review and analysis of data to ensure all decisions and program implementations are data driven.
- Develop goals and action plans that are in alignment with the district and Educational Services.
- Work collaboratively with Educational Services to develop programs and services that directly impact and influence student success and achievement.
- Create and continually develop relationships with colleges, universities and community based art programs to provide services for students.
• Conduct research and utilize data driven teaching practices to ensure student success and achievement.
• Maintain current pedagogical research based practices surrounding effective learning for all types of learners including: English Learners, Standard English Learners, and historically underserved populations.
• Facilitate monthly meetings for the purpose of professional development, curriculum alignment, and improving instructional practices.
• Follow state and federal guidelines delineated in the California Education Code and federal law.
• Perform other related duties as assigned or required.

QUALIFICATIONS

Knowledge of:
• Principles, practices, procedures, rules, codes, regulations, techniques and strategies of district in one of the four areas of art.
• English Language Development and Specially Designated Academic Instruction Delivered in English Strategies.
• State and district textbook adoption procedures, technology, book publishers, ordering practices and district procedures.
• Familiar with organization and coordination techniques utilized by purchasing and warehouse; ordering, billing, problem solving, and distribution of instructional materials.
• Principles and techniques of providing successful leadership and conflict management skills.
• Effectively work with individuals and groups.
• Effective project management skills.
• Risk management
• Interpersonal skills utilizing tact, patience and courtesy.
• Proficient computer technology and software skills.

Ability to:
• Integrate the arts into the classroom and content areas via dance, music, theatre and/or visual arts in order to support and sustain arts for all students in the K through 8th grade levels and build sustainability for the pathway to secondary arts programs.
• Collaborate with community arts organizations.
• Read, interpret and apply legal mandates, policies, rules, regulations and operational procedures pertaining to school and departmental operations.
• Effectively and efficiently perform highly responsible certificated teacher functions, duties and activities.
• Engage in culturally responsive pedagogical practices to meet the needs of all students.
• Provide support for schools to accelerate student achievement.
• Establish and meet schedules and time lines.
• Work with discretion and confidentiality.
• Plan, organize, coordinate, and evaluate the work of students.
• Define projects and specifications.
• Deal with a variety of projects simultaneously.
• Prepare clear and concise student reports.
• Establish and maintain cooperative and effective working relationships.
• Understand and carry out oral and written directions.
• Communicate effectively both orally and in writing in a clear and concise manner.
• Exchange and retrieve information in person and on the telephone.
• Apply policies and procedures related to the assigned duties and responsibilities of the position with good judgment in a variety of situations.

EDUCATION AND EXPERIENCE REQUIRED
A minimum of three years teaching experience required.

Preference will be given to candidates with:
• A strong background in effective implementation of professional development, data assessment and instructional coaching preferred.
• Previous teaching/work/industry experience within the disciplines of Arts, Media, and Entertainment including: Commercial Art, Commercial Photography, Multimedia Production, Performing Arts Occupations, Stage Technology and Theatrical Occupations at the elementary or secondary grade level.
• Any of the following or combined education and training(s)
  - Associates Degree in Fine Arts
  - Masters Degree in Arts of Arts Integration
  - Resident Artist Experience or Kennedy Center training, such as Changing Education through the Arts (CETA) or Artist as Educator
  - The California Arts Project (TCAP)
  - Pathways to Understanding Arts by Design
  - Integrated Learning Specialist, or similar Arts integrated learning certificate.

CREDENTIAL REQUIREMENTS
Multiple subject issued by the California Commission on Teacher Credentialing required with a supplemental in Fine Arts area preferred.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED
A current California Driver’s License and proof of insurance are required.

WORKING CONDITIONS
The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments.

Physical Abilities
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:
  ▪ Lift, carry, push and/or pull items with a strength factor of medium work.
  ▪ Hear and speak to exchange information in person or on the telephone.
See to read a variety of materials.
Possess dexterity of hands and fingers to operate a computer keyboard.
Stand or walk.
Bend at the waist, kneel or crouch to file materials.
Sit or stand for extended periods of time.
Reach above shoulders to file materials.
Climb a stool/ladder.

Hazards
None identified